

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

This form summarizes the requirements in Order No. 01-182. Each Permittee must complete this form in its entirety, except for those requirements applicable only to the Principal Permittee. Only report activities that were performed during the previous fiscal year. Upon completion, this form shall be submitted to the Principal Permittee, by the date specified by the Principal Permittee, for inclusion in the unified Annual Storm Water Program Report. Attachments should be included where necessary to provide sufficient information on program implementation.

The goals of this Report are to: 1) concisely document implementation of the Storm Water Quality Management Program (SQMP) during the past fiscal year; 2) evaluate program results for continuous improvement; 3) to determine compliance with Order 01-182; and 4) to share this information with other Permittees, municipal decision makers, and the public.

!	YOU MUST FILL OUT ALL THE INFORMATION REQUESTED <i>Do not leave any of the sections blank.</i>
N/A	If the question does not apply to your municipality, please indicate N/A in the space provided and provide a brief explanation
U	If the information requested is currently unavailable, please indicate U in the space provided and give a brief explanation.

This Report Form consists of the following sections:

SECTION	PAGE
I. Program Management	2-4
II. Receiving Water Limitations	5
III. SQMP Implementation	5-7
IV. Special Provisions	7
A. Public Information and Participation Program	7-16
B. Industrial/Commercial Facilities Program	17-19
C. Development Planning Program	20-23
D. Development Construction Program	24-26
E. Public Agency Activities Program	27-36
F. IC/ID Elimination Program	37-41
V. Monitoring	41
VI. Assessment of Program Effectiveness	Attachment VI
VII. Certification	Attachment VII

**Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4**

Reporting Year 2010 - 2011

I. Program Management

A. Permittee Name: City of Santa Clarita

B. Permittee Program Supervisor: Travis Lange

Title: **Environmental Services Manager**

Address: **23920 Valencia Blvd. Suite 300**

City: **Santa Clarita**

Zip Code: **91355**

Phone: **661-255-4337**

Fax: **(661) 255-4356**

C. In the space below, briefly describe how the storm water program is coordinated within your agency's departments and divisions. Include a description of any problems with coordination between departments. To facilitate this, complete Table 1.

Environmental Services is the coordinator of the Stormwater program with supporting roles from other divisions for certain aspects of the NPDES permit. Development Services is charged with the task of ensuring development projects that require a Storm Water Pollution Prevention Plan (SWPPP) and/or an Urban Stormwater Mitigation Plan (USMP) complete them prior to permit issuance. Development Services also performs inspections during the grading phase of a project and ensures best management practices (BMP) as prescribed in wet weather erosion control plans (WWECP) and SWPPPs are in place. Public Works Inspectors perform inspection duties on both private developments and capital improvement projects. The Building and Safety Division performs inspections during the building phase of a project and ensures primary storm water BMP compliance. Environmental Services provides training for NPDES issues, coordinates with other divisions for NPDES compliance, performs routine inspections, investigates illicit connections and illicit discharges, and enforces overall construction site compliance. Dedicated Storm Water field staff perform storm drain maintenance and provide spill response and spill clean-up services.

TABLE 1 - Program Management

Storm Water Management Activity	Division/Department	# of Individuals Responsible
1. Outreach and Education	Environmental Services / Public Works	6
2. Industrial/Commercial Inspections	Environmental Services / Public Works	2
3. Construction Permits/Inspections	Environmental Services, Development Services and Building & Safety / Public Works	9
4. IC/ID Inspections	Environmental Services / Public Works	2
5. Street sweeping	Environmental Services / Public Works and Contractor	3
6. Catch Basin Cleaning	Environmental Services / Public Works	5
7. Spill Response	Environmental Services / Public Works	6
8. Development Planning (project/SUSMP review and approval)	Development Services / Public Works and Consultant	4
9. Trash Collection	Environmental Services / Public Works and Contractors	7

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

D. Staff and Training

Attach a summary of staff training over the last fiscal year. This shall include the staff name, department, type of training, and date of training.

See Attachment I. D. - Staff Training.

E. Budget Summary

1. Does your municipality have a storm water utility? Yes ☒ No ☐
If no, describe the funding source(s) used to implement the requirements of Order No. 01-182.

N/A

2. Are the existing financial resources sufficient to accomplish all required activities? Yes ☐ No ☒
3. Complete Table 2 to the extent that accurate information is available (indicate U in the spaces where the information is unavailable), and report any supplemental dedicated budgets for the same categories on the lines below the table.
4. List any additional state/federally funded projects related to storm water.

The City, through an Integrated Regional Watershed Management Plan (IRWMP) stakeholder process, applied to the State of California, Department of Water Resources, for monies under Proposition 84 for projects related to the protection of the river, water quality improvements, Tamarisk and Arundo removal in the watershed, and salt/nutrient management plan. The monies have tentatively been awarded.

The City utilized Used Motor Oil Block Grant funds to purchase "No Dumping – Drains to River" aluminum placards for installation on storm drain catch basins. These placards will be used in lieu of the former method of paint stenciling the 'No Dumping' message. The new placards are countersunk into the top of curb face on the catch basin and adhered with epoxy. The placards have a 30-year warranty. During this past fiscal year, City storm water crews installed the markers on 96 catch basins. Many compliments from residents and business owners have been received.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

TABLE 2

Program Element	Expenditures in Fiscal Year 2010/11	Estimated Amount Needed to implement Order 01-182
1. Program management		
Administrative costs	\$558,443	\$650,000
Capital costs	\$526,553	\$100,000
State Fees	\$40,332	\$0
2. Public Information and Participation		
Public Outreach/Education	\$25,692	\$100,000
Employee Training	\$25,645	\$30,000
Corporate Outreach	U	
Business Assistance	U	
3. Industrial/Commercial inspection/ site visit activities	\$187,001	\$45,000
4. Development Planning	\$8734	\$25,000
5. Development Construction		
Construction inspections	\$102,639	\$270,000
6. Public Agency Activities		
Maintenance of structural and treatment control BMPs	\$10,629	\$200,000
Municipal street sweeping	\$562,278	\$600,000
Catch basin cleaning	\$328,096	\$300,000
Trash collection/recycling	\$27,545	\$45,000
Capital costs	\$9371	\$300,000
Other (flowline repair)	\$80,556	
7. IC/ID Program		
Operations and Maintenance	\$19,500	\$200,000
8. Monitoring	\$0	\$350,000
9. Other (Consultant Services)	\$67,080	\$0
10. TOTAL	\$2,580,094	\$3,215,000

List any supplemental dedicated budgets for the above categories:

Used Motor Oil Block Grant
Department of Conservation Block Grant

List any activities that have been contracted out to consultants/other agencies:

Street Sweeping
Review of USMPs and SWPPPs
Trash Collection/Recycling
Weed Abatement/Rodent Control
Automotive Facility Inspections

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

II. Receiving Water Limitations (Part 2)

- A. Are you aware, or have you been notified, of any discharges from your MS4 that cause or contribute to a condition of nuisance or to the violation of any applicable water quality standards? Yes ☐ No ☒
- B. Has the Regional Water Quality Control Board notified you that discharges from your MS4 are causing or contributing to an exceedance of water quality standards? Yes ☐ No ☒
- C. If you answered Yes to either of the above questions, you must attach a Receiving Water Limitations (RWL) Compliance Report. The Report must include the following:
1. A description of the pollutants that are in exceedance and an analysis of possible sources;
 2. A plan to comply with the RWL (Permit, Part 2);
 3. Changes to the SQMP to eliminate water quality exceedances;
 4. Enhanced monitoring to demonstrate compliance; and
 5. Results of implementation.

III. SQMP Implementation (Part 3)

- A. Has your agency implemented the SQMP and any additional controls necessary to reduce the discharges of pollutants in storm water to the maximum extent practicable? Yes ☒ No ☐
- B. If your agency has implemented additional or different controls than described in the countywide SQMP, has your agency developed a local SQMP that reflects the conditions in its jurisdiction and specifies activities being implemented under the appropriate elements described in the countywide SQMP? Yes ☐ No ☒
- C. Describe the status of developing a local SQMP in the box below.

The City of Santa Clarita implements the countywide SQMP and has not implemented additional or different controls.

**Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4**

- D. If applicable, describe an additional BMP, in addition to those in the countywide SQMP that your city has implemented to reduce pollutants in storm water to the maximum extent practicable.

The City of Santa Clarita implements the countywide SQMP and has not implemented additional or different controls.

- E. Watershed Management Committees (WMCs)

1. Which WMC are you in? **Santa Clara River Watershed**
2. Who is your designated representative to the WMC?
Oliver Cramer, Environmental Analyst
3. How many WMC meetings did you participate in last year? **10**
4. Describe specific improvements to your storm water management program as a result of WMC meetings.

The City is part of the Regional Watershed Management Group (RWMG) and the Integrated Regional Watershed Management Plan (IRWMP) for the Upper Santa Clara River Watershed. The RWMG and the IRWMP group includes the City, Los Angeles County Flood Control District, the Castaic Lake Water Agency, Newhall County Water District, Santa Clarita Water Division, Santa Clarita Valley Sanitation District of Los Angeles County and the Valencia Water Company as well as various stakeholders including environmental groups, members of local town councils and local residents. The RWMG prioritizes issues and projects for the watershed as well as researches funding sources. The information obtained through this process is then presented to the IRWMP and various stakeholders for implementation. Of the 10 meetings attended over this reporting period, 3 meetings were for IRWMP stakeholders and 7 were for RWMG. The groups have helped facilitate communication between all affected agencies and stakeholders and has enabled all parties to act cohesively to approach watershed issues in a more organized and efficient manner.

5. Attach any comments or suggestions regarding your WMC.

- F. Storm Water Ordinance

1. Have you adopted a storm water and urban runoff ordinance to enforce all requirements of Order 01-182? Yes ☒ No ☐
If not, describe the status of adopting such an ordinance.

N/A

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

2. If yes, have you already submitted a copy of the ordinance to the Regional Water Quality Control Board? Yes ☒ No ☐
If not, please attach a copy to this Report.
3. Were any amendments made to your storm water ordinance during the last fiscal year? Yes ☐ No ☒
If yes, attach a copy of amendments to this Report.

G. Discharge Prohibitions

1. List any non-storm water discharges you feel should be further regulated:

None at this time

2. List any non-storm water discharges you feel should be exempt, and provide an explanation for each:

None at this time

IV. Special Provisions (Part 4)

A. Public Information and Participation (Part 4.B)

In addition to answering the following questions, attach a summary of all storm water education activities that your agency conducted or participated in last year.

1. No Dumping Message

- a) How many storm drain inlets does your agency own? **195**
- b) How many storm drain inlets were marked with a no dumping message in the last fiscal year? **96**
- c) What is the total number of storm drain inlets that are legibly marked with a no dumping message? **195**

If this number is less than the number in question 1.b, describe why all inlets have not been marked, the process used to implement this requirement, and the expected completion date.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

This year, the City utilized Used Oil Block Grant funds to purchase aluminum stormdrain placards with the 'No Dumping – Drains to River' message for installation on catch basins, in lieu of the former painted stencil message. The new placards are countersunk into the top of curb face on the catch basin and adhered with epoxy. The placards have a 30-year warranty. The City's goal is to install these on every City-maintained catch basin. During this past fiscal year, City storm water crews installed the markers on 96 catch basins. Many compliments from residents and business owners have been received.

- d) How many public access points to creeks, channels, and other water bodies within your jurisdiction have been posted with no dumping signage in the past year? **0**

Describe your agency's status of implementing this requirement by the date required in Order No. 01-182.

The City of Santa Clarita has posted "No Dumping" signs at all access points located within the City. None have been added in the last fiscal year. The creeks and channels within the City are under the jurisdiction of the Los Angeles County Flood Control District and as such, they maintain the public access points to these waterways.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

2. Reporting Hotline

- a) Has your agency established its own hotline for reporting and for general storm water management information? Yes ☒ No ☐
- b) If so, what is the number? **(661) 222-7222**
- c) Is this information listed in the government pages of the telephone book? Yes ☒ No ☐
- d) If no, is your agency coordinated with the countywide hotline? **N/A** Yes ☐ No ☐
- e) Do you keep record of the number of calls received and how they were responded to? Yes ☒ No ☐
- f) How many calls were received in the last fiscal year? **152**
This hotline number for storm water related issues includes calls received regarding water softeners, the Household Hazardous Waste program and recycling, in addition to issues concerning illicit connections and illicit discharges and the chloride issue in the Santa Clara River.
- g) Describe the process used to respond to hotline calls.
- During normal business hours, the Environmental Services Secretary answers the call, receives information, and then radios the IC/ID Inspector to respond. The Field Specialist responds and assesses the situation and takes appropriate enforcement action, if needed. After hours, callers are directed to call the Santa Clarita Sheriff Department for emergencies or leave a message which is checked first thing the following morning or next business day. The Sheriff may call City staff after hours for certain clean up efforts or if the situation is best handled by City crews.**
- h) Have you provided the Principal Permittee with your current reporting contact information? Yes ☒ No ☐
- i) Have you compiled a list of the general public reporting contacts for all Permittees and posted it on the www.888CleanLA.com web site (Principal Permittee only)? Yes ☐ No ☒
If not, when is this scheduled to occur? **N/A – Principal permittee only**

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

3. Outreach and Education

- a) Describe the strategy developed to provide outreach and bilingual materials to target ethnic communities. Include an explanation of why each community was chosen as a target, how program effectiveness will be determined, and status of implementation.
(Principal Permittee only)

N/A (Principal Permittee only)

- b) Did the Principal Permittee organize quarterly Public Outreach Strategy meetings that you were aware of? Yes ☒ No ☐
How many Public Outreach Strategy meetings did your agency participate in last year? 3
Explain why your agency did not attend any or all of the organized meetings.

A scheduling conflict occurred on one of the four meeting dates and City staff could not attend.

Identify specific improvements to your storm water education program as a result of these meetings:

Through these meetings, City staff learned the extensiveness and complexities of storm water outreach. As a result, City staff has incorporated storm water outreach ideas and brainstorming into our internal Monthly Outreach Meetings and plans to target more specific stormwater topics at our annual River Rally event.

List suggestions to increase the usefulness of quarterly meetings:

The City suggests outreach be geared towards concerns in Santa Clarita such as chloride, bacteria, fertilizers, and nitrogen.

If quarterly Public Outreach Strategy meetings were not organized, explain why not and when this requirement will be implemented (Principal Permittee only).

N/A (Principal Permittee only)

- c) Approximately how many impressions were made last year on the general public about storm water quality via print, local TV, local radio, or other media? **588,200**

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

- d) Describe efforts your agency made to educate local schools on storm water pollution.

Each month, groups of students (elementary through high school) visit City Hall for a tour of our operations. Each group visits the Environmental Services Division and are educated by staff presentations on the importance of protecting our water supply through conservation and elimination of pollutant sources, as well as general water quality awareness in their homes, schools and community.

This year, at Rio Vista Elementary School's Environmental/Career Day, staff utilized the Enviro-scape model to demonstrate that actions such as littering, excessive pesticide application, not picking up after pets, and washing grass clippings into the gutter affect our rivers and oceans. As part of the demonstration, safe, non-toxic substances (such as Kool-Aid mix, cocoa mix, crushed pepper, etc) act as props for pollutants such as pesticides, fertilizer and trash. A spray bottle filled with water is used to demonstrate how rain can cause these pollutants to run into our rivers and oceans. This model gives students an opportunity to visually make the connection between their daily actions and water quality of our rivers and oceans. This presentation was given to five classes totaling 200 students.

The City also works with student service groups and eco/science clubs from local schools who participate as volunteers at the City's River Rally Event held every September.

- e) Did you provide all schools within each school district in Los Angeles County with materials necessary to educate a minimum of 50 percent of all school children (K-12) every 2 years on storm water pollution (*Principal Permittee only*)? Yes ☐ No ☒
If not, explain why.

N/A (*Principal Permittee only*)

- f) Describe the strategy developed to measure the effectiveness of in-school educational programs, including assessing students' knowledge of storm water pollution problems and solutions before and after educational efforts (*Principal Permittee only*).

N/A (*Principal Permittee only*)

For Permit Years 2-5, attach an assessment of the effectiveness of in-school storm water education programs.

- g) What is the behavioral change target that was developed based on sociological data and other studies (*Principal Permittee only*)?

N/A (*Principal Permittee only*)

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

If no target has been developed, explain why and describe the status of developing a target.

N/A (Principal Permittee only)

What is the status of meeting the target by the end of Year 5?

N/A (Principal Permittee only)

4. Pollutant-Specific Outreach

- a) Attach a description of each watershed-specific outreach program that your agency developed (*Principal Permittee only*). All pollutants listed in Table 1 (Section B.1.d.) must be included.

N/A (Principal Permittee only)

- b) Did your agency cooperate with the Principal Permittee to develop specific outreach programs to target pollutants in your area? Yes ☐ No ☒
- c) Did your agency help distribute pollutant-specific materials in your city? Yes ☒ No ☐
- d) Describe how your agency has made outreach material available to the general public, schools, community groups, contractors and developers, etc...

**Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4**

- Stormwater and environmental information is available on the City's website at <http://www.santaclarita.com/Index.aspx?page=164> and www.greensantaclarita.com. GreenSantaClarita.com has been live for two years, and has received approximately 40,000 hits since launching in July 2009. This fiscal year, the total number of visitors to the site increased by 16%, and the number of new visitors increased by 7% from the first year. A significant amount of new content was added this past fiscal year, including a climate change resource library, the City's Green Guide, a Climate Action Plan page, a page on the Green Energy Partnership, ads for several community meetings and events, and a new search feature.
- Flyers, brochures, and give-aways were distributed at public events such as River Rally, Home and Garden Show, and Earth/Arbor Day. Storm water information is available at the Permit Center in City Hall.
- During enforcement activities, City IC/ID Inspectors provide brochures to offending parties as a part of continuing the education process and to prevent future violations. Information provided includes proper disposal methods for used motor oil, IC/ID to the City's storm drains and recycling information.
- The City implemented a reverse-call-message targeting horse properties to encourage horse owners to recycle manure. The message promoted placing manure in watertight, 64-gallon carts (supplied to residents by the City at no cost) rather than spreading the manure on their property.
- City support staff was trained to direct residents and businesses to properly dispose of hazardous materials, including paint, oil, batteries, e-waste, etc.
- The City continues to work closely with the Los Angeles County Sanitation District to control the amount of chloride entering the sewage treatment plants and the Santa Clara River.

5. Businesses Program

- a) Briefly describe the Corporate Outreach Program that has been developed to target gas stations and restaurant chains (*Principal Permittee only*).

N/A (*Principal Permittee only*)

- b) How many corporate managers did your agency (*Principal Permittee only*) reach last year?

N/A (*Principal Permittee only*)

- c) What is the total number of corporations to be reached through this program (*Principal Permittee only*)?

N/A (*Principal Permittee only*)

**Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4**

- d) Is your agency meeting the requirement of reaching all gas station and restaurant corporations once every two years (*Principal Permittee only*)? Yes ☐ No ☒

If not, describe measures that will be taken to fully implement this requirement.

N/A (*Principal Permittee only*)

- e) Has your agency developed and/or implemented a Business Assistance Program? Yes ☐ No ☒
If so, briefly describe your agency's program, including the number of businesses assisted, the type of assistance, and an assessment of the program's effectiveness.

The City has not implemented a Business Assistance Program. However, the City hosts Development Advisement Committee (DAC) meetings with local developers and engineers to share information regarding SWPPP requirements. Additionally, the City created and maintains a website, www.greensantaclarita.com which has information for businesses, developers, contractors and the general public regarding storm water issues.

6. Did you encourage local radio stations and newspapers to use public service announcements? Yes ☒ No ☐
How many media outlets were contacted? **4**
Which newspapers or radio stations ran them?

The Signal Newspaper, Seasons, Santa Clarita Free Classifieds, Time Warner Cable – Channels ads were run on: Comedy Central, Discovery Channel, ESPN2, Spike TV, Versus, Galavision, TBS, Fox Sports Prime Ticket, Speed Channel and ESPN Deportes.

Who was the audience?

Local residents and local businesses.

7. Did you supplement the County's media purchase by funding additional media buys? Yes ☒ No ☐
Estimated dollar value/in-kind contribution: **\$6277.00**
Type of media purchased: **Print ads, flyers, event promotion and TV ads**
Frequency of the buys: **Quarterly**
Did another agency help with the purchase? Yes ☐ No ☒

**Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4**

8. Did you work with local business, the County, or other Permittees to place non-traditional advertising? Yes ☐ No ☒

If so, describe the type of advertising.

Green Guide (inserted in local newspaper for distribution)

9. Did you establish local community partnerships to distribute educational storm water pollution prevention material? Yes ☒ No ☐

Describe the materials that were distributed:

Two presentations were given by City Environmental Services staff to the Development Advisory Committee (consisting of local developers and engineers) regarding the Construction Permit rule change and proper Best Management Practices. Information regarding the State-mandated chloride issue in the Santa Clara River and its effects on downstream users was distributed. In 2009, the City introduced a free manure recycling program with Waste Management (the City's contracted franchise residential waste hauler). Two newsletters and a reverse-phone call were made in 2009 to all horse properties in the City to notify horse owners of the program. Another newsletter was mailed this year to continue promoting the program. This year, 1600 tons of manure was recycled, an increase from the 965 tons that was recycled in the previous year. Flyers geared towards specific stormwater violations are distributed to members of the public or businesses for further clarification of how to perform certain pollution prevention activities. Storm water inspectors also distribute information as part of their routine inspections. Storm water information is available at the Permit Center in City Hall. Information is also available on the City's websites: www.santa-clarita.com/environment and www.greensantaclarita.com

Who were the key partners? Los Angeles County Sanitation Districts, Waste Management, developers, engineers, and media outlets.

Who was the audience (businesses, schools, etc.)?

General Business owners and operators, residents, school children, horse property owner and operators, car enthusiasts, 'shade tree' mechanics, and construction contractors.

10. Did you participate in or publicize workshops or community events to discuss storm water pollution? Yes ☒ No ☐

How many events did you attend? 3

11. Does your agency have a website that provides storm water pollution prevention information? Yes ☒ No ☐

If so, what is the address? <http://www.santa-clarita.com/Index.aspx?page=683> and <http://www.greensantaclarita.com>

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

12. Has awareness increased in your community regarding storm water pollution? Yes ☒ No ☐
Do you feel that behaviors have changed? Yes ☒ No ☐
Explain the basis for your answers. Include a description of any evaluation methods that are used to determine the effectiveness of your agency's outreach.

Staff continues to receive many phone calls from residents regarding water softeners, proper household hazardous waste disposal, storm drain pollution, illegal dumping, and recycling issues. These types of inquiries have steadily increased with public outreach efforts, and residents and business owners appear to be more pro-active in researching proper disposal methods. Feedback our inspectors receive in the field demonstrates that the community has a good, general knowledge of storm water pollution and our educational program is changing behaviors. Since last fiscal year, the number of manure accounts has increased and more people are participating in the manure recycling program.

13. How would you modify the storm water public education program to improve it on the City or County level?

The Project Pollution Prevention Program is very successful. The program carries the theme of L.A. County's message and the continuity of the program's main message is its greatest asset.

The City has enhanced our website to include a more user-friendly approach discussing the storm water program in greater detail at www.greensantaclarita.com. The website has been well received by the community. The City of Santa Clarita plans to continue to expand on this program through additional outreach to address specific watershed concerns and further outreach to the business community.

The City believes a message of 'No Dumping - Drains to River' on our storm drains inlets is a more appropriate message for an inland community, in lieu of the 'No Dumping - Drains to Ocean' currently being used throughout the County. The City believes installing this message on catch basins in the Upper Santa Clara River Watershed is more effective in making citizens aware that the storm drain system is connected to the Santa Clara River. The City implemented this concept this past year by purchasing and installing aluminum placards with the 'No Dumping - Drains to River' on 96 of our 195 catch basin inlets.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

B. Industrial/Commercial Facilities Program

1. Critical Source Inventory Database

Did you (individually or jointly) update the Database for Critical Sources Inventory?
 Comments/Explanation/Conclusion:

Yes ☒ No ☐

The City of Santa Clarita updates the Business Database for all businesses within the city limits on an annual basis. The purpose of this database is to track all the businesses which have either opened or closed. Through this system, the City is able to track the Critical Source business activity.

2. Inspection Program

Provide the reporting data as suggested in the following tables.

Category	Initial Number of Facilities at the start of cycle proposed for inspection by categories (after the initial year, the updated number based on the new data)	Number of facilities inspected in the current reporting year	% Completed at the time of this report for present cycle (from the initial value, and from the updated value after first cycle)	Total number since permit adoption
Restaurants	420	420	100%	1318
RGO	32	32	100%	96
Automotive	151	151	100%	354
Industrial	88	88	100%	236
Comments/Explanation/Conclusion: In order to complete the Critical Source Inspection Program, the City typically seeks outside contractors to assist in some of the industrial inspections.				

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

3. BMPs Implementation

Provide the reporting data as suggested in the following table.

Category	Number of facilities inspected by category in this reporting year	Number of facilities identified as adequately implementing BMPs as specified in this reporting year	% adequately implementing out of total in this reporting year	Number of facilities required to implement or upgrade in this reporting year	Number of facilities inspected by category in this reporting cycle	Number of facilities identified as adequately implementing BMPs as specified in this reporting cycle	% adequately implementing out of total in this reporting cycle	Number of facilities required to implement or upgrade in this reporting cycle	Total Number during this permit adequately implementing	Total Number during this permit required to implement or upgrade
Rests.	420	401	n/a	19	420	401	95%	19	1207	147
RGO	32	30	n/a	2	32	30	94%	2	70	26
Auto	151	81	n/a	70	151	81	54%	70	291	181
Indust.	88	59	n/a	31	71	59	83%	31	137	184

Comments/Explanation/Conclusion:

4. Enforcement Activities

Provide the reporting data as suggested in the following tables.

Enforcement Actions by categories (e.g. Warning letter, NOV, referral to D.A., etc.)	Number of facilities issued enforcement actions in the current reporting year	Number of facilities issued enforcement actions in the current reporting cycle	Number of facilities (re)inspected due to enforcement actions in current reporting year	Number of facilities (re)inspected due to enforcement actions in current reporting cycle	Number of facilities brought into compliance in current reporting year	Number of facilities brought into compliance in current reporting cycle	Total number of enforcement actions since permit adoption (by category)
Verbal Warning	9	16	9	16	9	16	40
Notice to Comply	114	237	114	237	114	237	402
Formal Letter	0	1	0	1	0	1	2
<p>Comments/Explanation/Conclusion:</p> <p>The IC/ID inspectors have found that written enforcement is a much more effective compliance tool rather than verbal warnings for the Industrial/Commercial Inspections Program. "Verbal Warnings" were used sparingly and the majority of correction items were put in writing. In on-going efforts to change behaviors, the inspectors provide facilities with educational material along with violation notices to ensure awareness and compliance in the coming years.</p>							

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

5. Program Implementation Effectiveness Assessment

Please give a brief assessment of the implementation of the program in removing pollutants from the storm water discharges. Please provide an explanation. Suggested improvements or adjustments based on the knowledge gained through this reporting periods activities must be reflected in a change in the SQMP, if warranted.

Highly Effective ☒

Somewhat Effective ☐

Non-effective ☐

Comments/Explanation/Conclusion:

The City of Santa Clarita has made every effort to complete all of the NPDES requirements and take a proactive approach to educate individuals and industries about keeping pollutants out of the storm drain system.

One-on-one efforts and increasing enforcement actions have proven to be highly effective in educating facilities and individuals and facility managers of storm water issues and motivating them to comply with the regulations.

6. You must also submit a quarterly electronic submittal of your Industrial/Commercial Facilities Program activities

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

C. Development Planning Program (Part 4.D)

1. Does your agency have a process to minimize impacts from storm water and urban runoff on the biological integrity of natural drainage systems and water bodies in accordance with requirements under CEQA, Section 404 of the CWA, local ordinances, and other legal authorities? Yes ☒ No ☐
Attach examples showing how storm water quality impacts were addressed in environmental documents for projects over the past year
2. Does your agency have procedures to include the following requirements in all priority development and redevelopment projects:
 - a) Maximize the percentage of permeable surfaces to allow more percolation of storm water into the ground? Yes ☒ No ☐
 - b) Minimize the quantity of storm water directed to impermeable surfaces and the MS4? Yes ☒ No ☐
 - c) Minimize pollution emanating from parking lots through the use of appropriate treatment control BMPs and good housekeeping practices? Yes ☒ No ☐
 - d) Provide for appropriate permanent measures to reduce storm water pollutant loads from the development site? Yes ☒ No ☐
3. List the types and numbers of BMPs that your agency required for priority projects to meet the requirements described above.

The City of Santa Clarita does not require one type of BMP over the other. Rather, the City allows the developer/engineer to propose a BMP or a system of BMPs for their project and they must justify the effectiveness through engineering calculations, specifications and narrative in the SUSMP and have it accepted by the City. Please see the attached "BMP Summary" for the types and numbers of BMPs installed.

4. Describe the status of the development or implementation of peak flow controls in Natural Drainage Systems.

The City of Santa Clarita implements the SUSMP in its entirety. As part of this process, the City requires the engineer of record to prove that downstream flow rates will not cause downstream erosion. The City has developed guidelines for the development of the SUSMP which have the same post-construction structural and treatment control BMPs design standards as contained in the Los Angeles County, Department of Public Works design manual for the SUSMP.

**Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4**

5. Has your agency amended codes and/or ordinances to give legal effect to the SUSMP changes required in the Permit? Yes ☒ No ☐

6. Describe the process your agency uses to include SUSMP design standards in new development and redevelopment project approvals.

Every major project is reviewed by the City's Development Review Committee (DRC), while minor projects are reviewed over-the-counter at the City's Permit Center by staff from the Planning, Engineering, Building & Safety and Environmental Services divisions. Minor projects are reviewed by City staff familiar with the NPDES requirements, and when staff requires additional assistance, the Development Services Division (Engineering) is consulted for further review.

During the DRC process, Development Services reviews proposed plans and composes written Conditions of Approval. During this process, developers are informed both verbally and in writing whether or not their project is subject to SUSMP requirements. If a SUSMP and/or SWPPP are required, the developer must obtain Development Services approval of these items prior to issuance of a grading permit. Either Development Services staff, or a consulting engineer hired by the City who specializes in USMP/SWPPP, reviews the documents. It is the developer's responsibility to complete, correct and justify all requirements of the USMP and SWPPP to the City's satisfaction. This includes executing a maintenance covenant (tying the maintenance of BMPs to the property owner), and submitting proof of NOI filing with the State for the SWPPP. Once these requirements are met, the City stamps and approves the site-specific USMP and SWPPP.

7. How many of each of the following projects did your agency review and condition to meet SUSMP requirements last year?

a)	Residential	1
b)	Commercial	0
c)	Industrial	1
d)	Automotive Service Facilities	1
e)	Retail Gasoline Outlets	0
f)	Restaurants	1
g)	Parking Lots	2
h)	Projects located in or directly adjacent to or discharging directly to an environmentally sensitive area. (Note: The project accounted for in this line item is a mixed use project that also has a residential, commercial and parking lot, but is only accounted for on this line item (it is not included in the other line items)	1

**Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4**

- i) Total number of permits issued to priority projects **2**
8. What is the percentage of total development projects that were conditioned to meet SUSMP requirements? **70%**
9. How has your agency prepared to reduce the SUSMP threshold for industrial/commercial facilities to 1 acre from 100,000 square feet in 2003?

The City of Santa Clarita changed the Municipal Code to reflect the change in the SUSMP requirements during Fiscal Year 2002-03. The SUSMP informational handout was also updated. During the Development Review Committee (DRC), written Conditions of Approval for priority projects refer to the SUSMP guidelines which state the "industrial/commercial developments that disturb one (1) acre or more of surface area" requirement. Affected City staff were also informed of the change.

10. After 2003, how many additional projects per year will require/did require implementation of SUSMP requirements as a result of the lower threshold? **~ 15+/year**
11. Does your agency participate in an approved regional or sub-regional storm water mitigation program to substitute in part or wholly SUSMP requirements for new development? Yes ☐ No ☒
12. Has your agency modified its planning procedures for preparing and reviewing CEQA documents to consider potential storm water quality impacts and provide for appropriate mitigation? Yes ☒ No ☐
If no, provide an explanation and an expected date of completion.

N/A

13. Did your agency update any of the following General Plan elements in the past year?
- a) Land Use Yes ☒ No ☐
- b) Housing Yes ☐ No ☒
- c) Conservation Yes ☒ No ☐
- d) Open Space Yes ☒ No ☐
- If yes, please describe how watershed and storm water quality and quantity management considerations were included.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

On June 14, 2011, the City adopted a new General Plan. This plan supersedes the previous plan. As part of the new General Plan, a number of goals and policies have been included to address storm water requirements. These goals and policies are included in the Land Use, Safety, Conservation, and Open Space Elements.

14. How many targeted staff were trained last year? **54**
15. How many targeted staff are trained annually? **40**
16. What percentage of total staff are trained annually? **16%**
17. Has your agency developed and made available development planning guidelines? Yes ☒ No ☐
18. If no, what is the expected date that guidelines will be developed and available to developers? **N/A**
19. What is the status of completion of the technical manual for siting and design of BMPs for the development community?

The City utilizes the Los Angeles County Technical Manual for Stormwater BMP's in the County of Los Angeles. This document was submitted to the Regional Water Quality Control Board for review and is awaiting approval.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

D. Development Construction Program

1. Describe your agency's program to control runoff from construction activity at all construction sites within its jurisdiction.

The City has developed minimum requirements handouts for all construction functions. The handouts are given to all contractors at the Building and Safety counter when they apply for their permits.

For construction sites over one acre, developers are required to submit a completed SWPPP for review by the City with proof of filing for an NOI with the letter from the State assigning a WDID number. The SWPPP is reviewed for completeness and applicability to the project.

In addition, the City's Environmental Services, Development Services, Public Works inspectors, and Building & Safety complete site visits throughout construction activities. If a construction site is deficient in BMP implementation, BMP maintenance or failing to keep the construction site clean, City inspectors utilize increasing enforcement procedures to persuade the construction sites to abate any storm water problems and/or adequately place BMPs. The Environmental Services inspectors also respond to calls from Regional Water Quality Control Board inspectors to address construction issues and concerns.

In the event that a construction site is found not to be in compliance with minimum requirements and/or their respective SWPPP, the contractor(s) are cited and are required to clean the affected area(s) to the City's satisfaction. Increasing enforcement procedures may be applied to obtain compliance including referral to the Regional Water Quality Control Board.

**Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4**

2. Does your agency require the preparation, submittal, and implementation of a Local Storm Water Pollution Prevention Plan (Local SWPPP) prior to the issuance of a grading permit for all sites that meet one or all of the following criteria?
- a) Will result in soil disturbance of one acre or greater Yes ☐ No ☒
- b) Is within, directly adjacent to, or is discharging directly to an environmentally sensitive area Yes ☐ No ☒
- c) Is located on a hillside area Yes ☐ No ☒
3. Attach one example of a local SWPPP
N/A (see explanation below)
4. Describe the process your agency uses to require proof of filing a Notice of Intent for coverage under the State General Construction Activity Storm Water permit and a certification that a SWPPP has been prepared prior to issuing a grading permit?

The City has adopted the State SWPPP requirement on all sites disturbing one (1) or more acre of land and does not require a separate local SWPPP as they are now the same. The Developer/Owner must provide a copy of the letter from the State applying for a Notice of Intent and a WDID number. A copy of this letter must be incorporated into their SWPPP plan. The SWPPP is reviewed in-house by Development Services staff, or by a consulting engineer contracted by the City, to ensure all required elements are completed and all concerns are addressed before it is stamped "accepted" by the City. The City's Development Services Division requires the developer/owner to have an "accepted" State SWPPP before issuance of a grading permit.

5. How many building/grading permits were issued to sites requiring Local SWPPPs last year? **0**
6. How many building/grading permits were issued to sites requiring coverage under the General Construction Activities Storm Water Permit last year? **1**
7. How many building/grading permits were issued to construction site less than one acre in size last year? **15**
8. How many construction sites were inspected during the last wet season? **87**
This is the total number of inspections performed during the wet season. This number reflects multiple inspections for various construction activities at the same site.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

9. Complete the table below.

Type of Violation	# of Violations*	% of Total Inspections	# of Follow-up Inspections	# of Enforcement Actions
Off-site discharge of sediment	16	.6%	16	16
Off-site discharge of other pollutants	4	.1 %	4	4
None or inadequate SWPPP	5	.2%	5	5
Inadequate BMP/SWPPP implementation	8	.3%	8	8

**Multiple violations may be observed at a single site.*

In response to an EPA audit in 2009, the City implemented an improved tracking system for site inspections. Therefore, the number of documented inspections increased dramatically thereby lowering the percentage of violations in comparison to the number of total inspections.

10. Describe the process for taking enforcement actions against construction site violations, including the types of actions that are taken.

If BMPs/SWPPP are lacking or improperly implemented we use the following enforcement action:

Verbal Warning: Approach the contractor or superintendent and require them to repair, install or replace and clean affected area in a specified time frame and before any rain event and complete a re-inspection to achieve compliance.

Written Warnings: Approach the contractor or superintendent, inform them of violation. Write a notice to comply including compliance date before any rain event and date for re-inspection.

Stop Work Notice: If contractor fails to comply or it's a blatant violation we will write a "Stop Work" notice to the contractor. Contractor will not be able to continue to work until the violation has been resolved.

Formal Written Violation notices and up to \$1000 per day Administrative fine: Only if contractor will not comply with above.

District Attorney and/or Regional Water Quality Control Board referral: For violations that are blatant or are on-going, the District Attorney is contacted for civil action and/or the Regional Water Quality Control Board is notified.

11. Describe the system that your agency uses to track the issuance of grading permits.

The database for tracking grading permits is on a City-wide system called Tidemark. The City's Development Services Division staff use Tidemark to ensure that all applicable department's requirements have been met. Development Services is also responsible for tracking the approval of the SUSMP and SWPPP and they verify that those and all other requirements are met prior to issuance of grading permits.

**Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4**

E. Public Agency Activities (Part 4.F)

**1. Sewage System Maintenance, Overflow, and Spill Prevention
(only applicable to agencies that own and/or operate a sanitary
sewer system)**

- a) Has your agency developed and implemented a response plan for sanitary sewer overflows that includes the requirements in Order 01-182? Yes ☒ No ☐
- b) How many sanitary sewer overflows occurred within your jurisdiction? **8**
- c) How many did your agency respond to? **8**
- d) Did your agency investigate all complaints received? Yes ☒ No ☐
- e) How many complaints were received? **8**
- f) Upon notification, did your agency immediately respond to overflows by containment? Yes ☒ No ☐
- g) Did your agency notify appropriate sewer and public health agencies when a sewer overflowed to the MS4? Yes ☒ No ☐
- h) Did your agency implement a program to prevent sewage spills or leaks from sewage facilities from entering the MS4? Yes ☒ No ☐

If so, describe the program:

Explanation of Sewage System Operation:

The City of Santa Clarita owns the sewer main lines. The City contracts with Los Angeles County Consolidated Sewer Maintenance District (SMD) to maintain these sewer mains. The Los Angeles County Sanitation District (LACSD) owns and operates the trunk lines and the wastewater reclamation plants. Private sewer laterals are the individual property owners' responsibility to maintain. As part of the City's Illicit Discharge/Illicit Connection (IC/ID) Program, the City responds to sewage spills, contacts SMD for containment, clean-up and repair, and notifies the required agencies of the spill.

As part of the Sanitary Sewer Spill program mandated by the State Regional Water Quality Control Board, the City has created a Sanitary Sewer Management Plan (SSMP). The SSMP documents the City's procedure for responding to sewer spills.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

- i) Did your agency implement a program to identify, repair, and remediate sanitary sewer blockages, exfiltration, overflow, and wet weather overflows from sanitary sewers to the MS4? Yes ☐ No ☒
- If so, describe the program:

The City requires sewer area studies for all developments that will tie into the existing sewer. It is the developer's responsibility to prove positive flow and take action to remediate any deficiencies, including repairs, upgrades and upsizing. Other issues are found and remedied by L.A. County during scheduled inspections.

2. Public Construction Activities Management

- a) What percentage of public construction sites 5 acres or greater in size did your agency obtain coverage under the State of California General Construction Activities Storm Water Discharge Permit? **100%**
- b) Give an explanation for any sites greater than 5 acres that were not covered:

N/A

- c) What is the total number of active public construction sites? **11**
- How many were 5 acres or greater in size? **0**
- d) (After March, 2003) Did your agency obtain coverage under the State of California General Construction Activities Storm Water Discharge Permit coverage for public construction sites for sites one acre or greater? Yes ☒ No ☐

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

3. Vehicle Maintenance/Material Storage Facilities/Corporation
Yards Management

- a) Did your agency implement pollution prevention plans for each public vehicle maintenance facility, material storage facility, and corporation yard? Yes ☒ No ☐

The City's Field Services facility (Corporate Yard) is located at 25663 W. Stanford Avenue, and the City's Transit Maintenance Facility is located at 28250 Constellation Road. The City has implemented Pollution Prevention Plan at both of these facilities and each has their own NPDES Permit.

- b) Briefly describe how your agency implements the following, and any additional, BMPs to minimize pollutant discharges in storm water:
- (1) Good housekeeping practices
 - (2) Material storage control
 - (3) Vehicle leaks and spill control
 - (4) Illicit discharge control

1. **At the City's Field Services Facility and the Transit Maintenance Facility, the driveways and maintenance areas are steam-cleaned annually, during late summer. The entire area is bermed and the wash-waters are reclaimed and properly disposed of in the sanitary sewer. Outdoor areas and storage areas are swept on a daily basis. Parking lots are swept monthly as well as City maintained trails.**
2. **Portable rain-tight storage containers are used for storage of potentially harmful materials.**
3. **City vehicles which are found to be leaking automotive fluids or materials in the parking lot area are immediately serviced. Any non-City vehicles leaking automotive fluids are to be removed from the premises.**
4. **All targeted staff are trained to understand job specific pollution prevention practices and have spill prevention kits in case of accidental spills.**

**Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4**

- c) Are all Permittee owned and/or operated vehicle/equipment wash areas self-contained, covered, equipped with a clarifier, and properly connected to the sanitary sewer? Yes ☒ No ☐
If not, what is the status of implementing this requirement?

N/A

- d) How many Permittee owned and/or operated vehicle/equipment wash areas are scheduled to be redeveloped to include the BMPs listed above? 0

4. Landscape and Recreational Facilities Management

- a) Has your agency developed a standardized protocol for the routine and non-routine application of pesticides, herbicides (including pre-emergents), and fertilizers? Yes ☒ No ☐
Briefly describe this protocol:

The City has contracted with the Los Angeles Agricultural Commission for the weed abatement program and for all rodent extermination applications. Ninety percent of all fertilizer applications for the Parks and Recreation Division are applied utilizing a system that automatically dispenses the fertilizer from a storage tank. Small, localized applications of fertilizers and pesticides are performed by Parks and Recreation and Urban Forestry staff. All chemical applications are scheduled no less than 48 hours in advance. If scheduling an application exceeding 5 gallons of diluted material near schools, parks, trails or open space, this information is communicated through an e-mail to a list of concerned residents who have requested this information with at least 24-hours notification. All chemicals are mixed and applied in accordance to their label and California Department of Pesticide Regulation requirements. All City staff that works with or around such chemicals attends an annual pesticide handler safety training course. On the day of the application, the current and forecasted weather conditions are reviewed for compatibility, the product label is reviewed and any safety equipment identified is gathered. In addition, any special instructions regarding application, clean-up and re-entry periods are discussed.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

- b) How does your agency ensure that there is no application of pesticides or fertilizers immediately before, during, or immediately after a rain event or when water is flowing off the area to be applied?

Our maintenance staff is fully trained on storm water pollution prevention practices. On the day of the application, the current and forecasted weather conditions are reviewed.

- c) Are any banned pesticides, herbicides, fungicides, or rodenticides stored or applied in your agency's jurisdiction that you know of?

Yes ☐ No ☒

If so, list them:

N/A

- d) What percentage of your agency's staff that applies pesticides are certified by the California Department of Food and Agriculture, or are under the direct supervision of a certified pesticide applicator?

100%

- e) Describe procedures your agency has implemented to encourage retention and planting of native vegetation and to reduce water, fertilizer, and pesticide needs:

During the Development Review process, the City encourages developers and park planners to use drought resistant and native vegetation on-site, on hillsides and other open spaces. The City uses beneficial insects (ladybugs, lacewings) wherever possible to reduce pesticide usage.

5. Storm Drain Operation and Management

- a) Did your agency designate catch basin inlets within its jurisdiction as Priority A; Priority B; and Priority C?

Yes ☒ No ☐

- b) How many of each designation exist in your jurisdiction?

Priority A: **27**
 Priority B: **103**
 Priority C: **65**

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

- c) Is your city subject to a trash TMDL? Yes ☒ No ☐
- d) If yes, describe the activities and/or implementation measures that your agency conducted pursuant to the TMDL and any other trash reduction efforts that occurred.

The City of Santa Clarita has a very small section in an undeveloped area of the City, 0.06 square miles, off of Sierra Hwy that is part of the Los Angeles River Trash TMDL. The City has posted six "No Dumping" signs and increased inspections in that area. The City continues to clean and maintain this area as needed.

- e) How many times were all Priority A basins cleaned last year? **4**
- f) How many times were all Priority B basins cleaned last year? **4**
- g) How many times were all Priority C basins cleaned last year? **4**
- h) How much total waste was collected in tons from catch basin clean-outs last year? **7563 pounds**
- i) Attach a record of all catch basins in your jurisdiction. This shall identify each basin as City or County owned, and Priority A, B, or C. For all basins that are owned and operated by your agency, include dates that each was cleaned out over the past year.
- j) Did your agency place and maintain trash receptacles at all transit stops within its jurisdiction? Yes ☐ No ☒
The City has trash receptacles at approximately 88% of all transit stops. There are some transit stops where it has not been feasible to install receptacles due to American with Disabilities Act (ADA) access. As this issue is addressed at each location, trash receptacles will continue to be installed.
- k) How many new trash receptacles were installed last year? **0**

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

l) Did your agency place special conditions for events that generated substantial quantities of trash and litter including provisions that:

(1) Provide for the proper management of trash and litter generated from the event? Yes ☒ No ☐

(2) Arrange for temporary screens to be placed on catch basins? Yes ☐ No ☒

(3) Or for catch basins in that area to be cleaned out subsequent to the event and prior to any rain? Yes ☒ No ☐

m) Did your agency inspect the legibility of the catch basin stencil or labels? Yes ☒ No ☐
What percentage of stencils were legible? **100%**

n) Were illegible stencils recorded and re-stenciled or re-labeled within 180 days of inspection? Yes ☒ No ☐

o) Did your agency visually monitor Permittee-owned open channel storm drains and other drainage structures for debris at least annually and identify and prioritize problem areas of illicit discharge for regular inspection? **LACFCD performs this operation. It has been performed.** Yes ☒ No ☐
Is the prioritization attached? Yes ☐ No ☒

p) Did your agency review its maintenance activities to assure that appropriate storm water BMPs are being utilized to protect water quality? Yes ☒ No ☐
What changes have been made?

None

q) Did your agency remove trash and debris from open channel storm drains a minimum of once per year before the storm season? **LACFCD performs this operation for the pipes they maintain, and the City performs this operation for City-maintained drains.** Yes ☒ No ☐

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

- r) How did your agency minimize the discharge of contaminants during MS4 maintenance and clean outs?

To perform catch basin cleaning, City crews use water via a high-pressure, low-volume spray nozzle in combination with a high-power vacuum system (Vactor truck). Street sweepers may also be utilized. Combined, these methods assure there is no discharge of contaminants during maintenance operations.

- s) Where is removed material disposed of?

The City has constructed a drying basin for debris collected from catch basins. A filtration device installed in the basin captures and treats water draining from the debris. After the debris has dried, it is hauled to a landfill for disposal.

6. Streets and Roads Maintenance

- a) Did your agency designate streets and/or street segments within its jurisdiction as one of the following:
- (1) Priority A – streets and/or street segments that are designated as consistently generating the highest volumes of trash and/or litter? Yes ☒ No ☐
 - (2) Priority B - streets and/or street segments that are designated as consistently generating moderate volumes of trash and/or litter? Yes ☒ No ☐
 - (3) Priority C – streets and/or street segments that are designated as generating low volumes of trash and/or litter? Yes ☒ No ☐
- b) Did your agency perform all street sweeping in compliance with the permit and according to the following schedule:
- (1) Priority A – These streets and/or street segments shall be swept at least two times per month? Yes ☒ No ☐
 - (2) Priority B - Each Permittee shall ensure that each streets and/or street segments is cleaned at least once per month? Yes ☒ No ☐

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

(3) Priority C – These streets and/or street segments shall be cleaned as necessary but in no case less than once per year? Yes ☒ No ☐

c) Did your agency require that saw cutting wastes be recovered and disposed of properly and that in no case shall waste be left on a roadway or allowed to enter the storm drain? Yes ☒ No ☐

d) Did your agency require that concrete and other street and road maintenance materials and wastes be managed to prevent pollutant discharges? Yes ☒ No ☐

e) Did your agency require that the washout of concrete trucks and chutes only occur in designated areas and never into storm drains, open ditches, streets, or catch basins leading to the storm drain system? Yes ☒ No ☐

f) Did your agency train its employees in targeted positions (whose interactions, jobs, and activities affect storm water quality) regarding the requirements of the storm water management program to:

(1) Promote a clear understanding of the potential for maintenance activities to pollute storm water? and Yes ☒ No ☐

(2) Identify and select appropriate BMPs? Yes ☒ No ☐

7. Parking Facilities Management

a) Did your agency ensure that Permittee-owned parking lots be kept clear of debris and excessive oil buildup and cleaned no less than 2 times per month and/or inspected no less than 2 times per month to determine if cleaning is necessary. Yes ☒ No ☐

b) Were any Permittee-owned parking lots cleaned less than once a month? Yes ☐ No ☒
How many? **N/A**

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

8. Public Industrial Activities Management

- a) Did your agency, for all municipal activity consider an industrial activity under USEPA Phase I storm water regulations, obtain separate coverage under the State of California General Industrial Activities Storm Water Discharge Permit no later than December 31, 2001? Yes ☒ No ☐
- b) Does your agency serve a population of less than 100,000 people? Yes ☐ No ☒

9. Emergency Procedures

- a) In case of real emergencies, did your agency repair essential public services and infrastructure in a manner to minimize environmental damage? Yes ☒ No ☐
- b) Were BMPs implemented to the extent that measures did not compromise public health and safety? Yes ☒ No ☐

10. Feasibility Study

- a) Did your agency cooperate with the County Sanitation Districts of Los Angeles County to prepare a study which investigates the possible diversion of dry weather flows or the use of alternative treatment control BMPs? Yes ☐ No ☒
- b) Did your agency review its individual prioritized list and create a watershed based priority list of drains for potential diversion and submit a listing of priority diversions to the Regional Water Quality Control Board Executive Officer? Yes ☐ No ☒

**Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4**

F. Illicit Connections and Illicit Discharges (IC/ID) Elimination Program (Part 4.G)

1. Attach a copy of your agency's IC/ID Elimination Implementation Program (Part 4.G.1.a.).
2. Attach a map of your storm drain system showing all permitted connections (if available), and the locations of all-illicit connections and discharges that occurred last year (Part 4.G.1.b). If your agency has not completed this requirement, describe the status of the development of a baseline map, including an expected completion date.

Please see the attached appendices entitled "IV. F. 2. IC/ID Map" for a map of all illicit discharges and illicit connections that occurred in the last fiscal year. A highly detailed map of the storm drain system is too large to attach to this document, but is available for review upon request.

3. Describe your enforcement procedures for eliminating illicit discharges and terminating illicit connections.

The Environmental Services IC/ID Inspectors utilize these standard methods of escalating enforcement procedures:

1. Verbal warnings and or written warning, such as field notices, for minor violation that may immediately be terminated. Compliance deadlines may be issued upon the discretion of the Environmental Services IC/ID Inspector.
2. Stop Work notices (for construction activity).
3. Enforcement letters and/or Administrative Fine.
4. Formal Violation Notice (as the first notice) and/or Administrative Fine of \$1,000/day.
5. District Attorney referral and/or Regional Water Quality Control Board referral.

Note: These standardized enforcement procedures may be imposed at an increased level or out of sequence depending on the severity and nature of the violation.

4. Describe your record keeping system to document all illicit connections and discharges.

Inspectors for the City's Environmental Services Division utilize laptop computers during field investigations to collect all pertinent information about illicit discharges and connections. The interface for computer application utilizes dropdown lists of the streets, the type of violation and any pertinent notes. In addition, the field service crews utilize the computers to collect incident information in the field and locate the path of the storm drain system and locate any final discharge points.

The City utilizes a computer database designed specifically for the IC/ID program to download and store all pertinent information related to IC/ID and construction inspections. Annual reports for the NPDES permit and other reports are generated from this database. The database on the network forms the basis of GIS maps generated for this report.

**Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4**

5. What is the total length of open channel that your agency owns and operates? **LACFCD = 162,060 feet**
City = 4000 feet*
*estimated length; by next reporting period this length will be verified
6. What length was screened last year for illicit connections? **LACFCD = 162,060 feet**
City = 4000 feet*
*estimated length; by next reporting period this length will be verified
7. What is the total length of closed storm drain that your agency owns and operates?
LACFCD = 706,863 feet (134 miles)
City = 67,988 ft (12.9mi)
6. What length was screened last year for illicit connections? **LACFCD = 99,219 feet**
City = 3800 feet
9. Describe the method used to screen your storm drains.

The City contracts with Los Angeles County Flood Control District (LAFCD) to maintain a large percentage of our storm drain system, and the remaining portion is maintained by City forces. The length of open channel and length of closed storm drain maintained by LACFCD as reported above was provided by LACFCD. The length of City maintained open channel and closed drain was obtained from City records (GIS storm drain layer). Screening of the underground drains maintained by LACFCD are on a rotating schedule, and this past fiscal year LACFCD crews inspected approximately 14% of the drains they maintain within our City.

The City screens City-maintained storm drains during routine maintenance and cleaning of catch basins. Maintenance staff perform visual observations for evidence of suspected illicit discharge or illicit connections. During Fiscal Year 2008/09, the City purchased a Vactor truck with a camera for televising the inside of storm drain pipes we maintain. Storm drain televising began in FY 2009/10 and continued into FY 2010/11. This fiscal year, 3800 feet of storm drain pipe was televised. If an illicit discharge is suspected, investigations are conducted to determine if the discharge is being conveyed through an illicit connection using one or more of the following methods:

1. Document Research
2. Physical Inspections
3. Dye Tests
4. Smoke tests
5. TV inspections

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

10. Provide the reporting data for illicit connections as suggested in the following table (you may submit a spreadsheet from your database that contains the information).

Year	Total # reported/ identified	Total # investigated	# that conveyed exempt discharges or NPDES permitted	# that conveyed illicit discharges that were terminated	# that were removed	# that resulted in enforcement action	# that resulted in <i>other</i> actions
01/02	6	6	1	1	1	1	0
02/03	20	20	0	20	20	20	0
03/04	1	1	0	1	1	1	0
04/05	4	4	3	1	0	1	0
05/06	3	3	0	1	2	2	1
06/07	4	4	1	1	1	2	1
07/08	5	5	2	3	3	3	0
08/09	5	5	0	1	2	2	2
09/10	3	3	1	1	1	0	0
10/11	1	1	0	0	0	0	1

11. Explain any *other* actions that occurred in the last year.

No evidence of illicit connection upon investigation

12. What is the average time it takes your agency to initiate an illicit connection investigation after it is reported?

~1 hour

- a) Were all identified connections terminated within 180 days?

Yes ☒ No ☐

- b) If not, explain why.

N/A

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

13. Provide the reporting data for illicit discharges as suggested in the following table (you may submit a spreadsheet from your database that contains this information).

Year	Total # reported	Total # that were discontinued/ cleaned up voluntarily through enforcement and the source was identified	# that were cleaned up but the source could not be identified	# that resulted in no evidence of discharge	# that were determined to be conditionally exempt	# that were exempt or in compliance and the source identified	# that resulted in enforcement action
01/02	537	454	13	58	23	1	467
02/03	349	291	2	50	27	0	305
03/04	225	179	0	34	15	0	176
04/05	127	88	2	32	5	0	88
05/06	101	98	1	1	0	1	95
06/07	204	151	3	35	13	2	151
07/08	124	106	0	9	9	0	106
08/09	86	73	0	2	10	1	73
09/10	94	72	0	0	12	0	72
10/11	159	141	10	8	0	0	141

14. What is the average response time after an illicit discharge is reported? **~1 hour**

a) Did any response times exceed 72 hours? Yes ☐ No ☒

b) If yes, explain why.

N/A

**Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4**

15. Describe your agency's spill response procedures.

Incidents are reported to the Street Maintenance crews from clerical staff. When the Street Maintenance Staff arrives on site, the following procedures are used:

- **Approach scene cautiously.**
- **Secure the scene.**
- **Assess the scene.**
- **Identify any hazard using the Emergency Response guidebook.**
- **If hazardous, call HazMat crew. Protect inlets.**
- **If sewage, call LA County Sanitation Districts and LA County Health Department.**
- **If non-hazardous, contain the discharge flow. Protect all inlets.**
- **Call for additional help, if needed.**
- **Notify the Environmental Services IC/ID Inspector to perform an investigation.**
- **Assist with the investigation and follow-up/outreach activities as needed (generally performed by Environmental Services IC/ID Inspector).**
- **Administer/assist cleanup of incident or require responsible party to arrange for cleanup.**
- **Document the response activities.**
- **File.**

16. What would you do differently to improve your agency's IC/ID Elimination Program?

Limitations in funding for the many requirements contained in the NPDES permit have proven to be a challenge for all aspects of the permit, including the IC/ID Elimination Program. Being as such, the City is constantly looking into creative measures to implement the provisions as required without adding additional staff.

17. Attach a list of all permitted connections to your storm sewer system.

A list of all permitted connections to the storm sewer system is included in the attachments as "IV.F.17 Permitted Connections"

V. Monitoring

Briefly describe any storm water monitoring activities that are not required by Order No. 01-182 that your municipality conducted, participated in, or received funding to conduct in the past fiscal year. These activities should correspond with the dollar amount you listed in Table 2.

N/A

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

VI. Assessment of Program Effectiveness

- A. Attach a summary of the effectiveness of your storm water management program. This summary should include, at a minimum, the following:
1. An assessment of your agency's compliance with permit requirements, based on your responses to the questions in this form;
 2. Descriptions of any evaluation methods that your agency uses to determine the effectiveness of your storm water management program;
 3. A summary of the strengths and weaknesses of your agency's storm water management program;
 4. A list of specific program highlights and accomplishments;
 5. A description of water quality improvements or degradation in your watershed over the past fiscal year;
 6. Interagency coordination between cities to improve the storm water management program;
 7. Future plans to improve your agency's storm water management program; and
 8. Suggestions to improve the effectiveness of your program or the County model programs.
- B. On a scale of 1 to 10 (10 being full implementation of requirements by their deadlines), rate your municipality's level of compliance with Order No. 01-182.
- 9**
- C. List any suggestions your agency has for improving program reporting and assessment.

We suggest the due date for the Annual Report be moved to later in the year. Financial information from the previous fiscal year is often still being processed throughout the month following the fiscal year end. The current time frame provided to compile the extensive amount of data and information required in the report, and still provide adequate time for management review, is limited. Allowing a later due date will provide adequate time to prepare the report, and ensure greater accuracy of the information provided.